



County of San Diego

Department of Environmental Health

Land and Water Quality Division

GUIDANCE: OPERATIONS PLAN FOR SMALL DRINKING WATER SYSTEMS WITHOUT CHLORINATION

For Small Drinking Water Systems With A Well, Storage Tank, And Distribution System Operated By Owner Or Manager

- Brief description of source, storage, and number of connections. Example; 200 foot well drilled in 1972, 1500 gallon welded steel storage tank, serving 15 connections.
- Routine Operational Procedures for each component of the system:
 - A. Visual inspection of **WELL** (daily).
 - 1. Check for the following; leaks, openings, lubricants, electrical hazards, chemical hazards, etc. (record observations and correct problem).
 - 2. Check the pump for proper operation.
 - B. Visual inspection of the **STORAGE TANKS** (daily).
 - 1. Inspect for any leaks or damage (record observations and repair as needed).
 - 2. Record system pressure. Record the pressure the pump turns on, the pressure the pump turns off and the duration of the run time.
 - 3. Cleaning of storage tank (quarterly, semi-annually or annually). Record date cleaned and observations.
 - C. Maintenance of **GAUGES and METERS**.
 - 1. Inspect all gauges and meters for leaks and proper function daily. Repair or replace as needed (keep record of date).
 - D. Inspection and **EXERCISING of the VALVES**.
 - 1. Inspect valves for leaks (record observations, repair or replace if leaking).
 - 2. Exercise valves on a schedule, as needed (i.e. quarterly, semi-annually, annually, record dates on attached sheet).
 - E. Operation and maintenance of **DISTRIBUTION FACILITIES**.
 - 1. Visually inspect the distribution system for leaks on a regular basis. Record date and observations.
 - 2. Flush dead end mains or lines periodically (quarterly, semi-annually, annually as needed. Record date and observations).
- Monitoring and Reporting.
 - A. **BACTERIOLOGICAL MONITORING**; As per approved Sample Siting Plan, required monthly, report to the Department by the 10th of each month, following the sample.
 - 1. If sample positive, notify Department and take four repeat samples.
 - 2. Take five routine samples the month following a positive sample.
 - B. **CHEMICAL MONITORING**; as required by the Department, forward results to the Department.
 - 1. Keep chemical results for ten years.
 - 2. Keep variance and exemptions for five years.
- Response to violations.
 - A. **PUBLIC NOTIFICATION** of violation required.

1. Notification shall be given as per "Emergency public notification" method on record with the Department, or in a manor directed by the Department.
2. State problem and what has been done to correct it.
3. Send a copy of the notification to the Department.

- Consumer complaint response procedures.

- A. **CONSUMER COMPLAINT** procedures.

- 1) Record in complaint log (name, address and nature of the problem).
- 2) Investigate the complaint.
- 3) Verify or dismiss the complaint.
- 4) Record the steps taken to address or correct the problem.
- 5) Notify complainant of action taken.
- 6) Keep complaint records with corrective action for five years.

- **Emergency Operational Practices.**

- A. List of **equipment on hand** for emergency repairs.

1. Miscellaneous wrenches.
2. Leak clamps.

- B. List of sources of needed **equipment, not on hand**.

1. Name and address of supplier and type of equipment.
2. If under contract or rental.

Name	Address	Phone #	Equipment	Rental/ Contract
			Steel Tank Welder	
			Electrical repair	
			Digging equipment	
			Generator	
			Chemicals	

- C. List of distributors or suppliers of **replacement parts** for the system.

1. Name and address of supplier and type of equipment.

Name	Address	Phone #	Equipment
			PVC pipe, valves, and fittings
			pumps, pressure tank and gauges

- D. List of **emergency contact numbers**:

Article I.	Name	Phone #
1.	Health Department or DHS District Office	
2.	Law Enforcement	
3.	Electrician	
4.	Laboratory	
5.	Pump repair service	
6.	Chemical disinfectant supplier	
7.	Equipment supplier	
8.	Owner	